

Staples Pre-Close Guidelines



Step 1: Day 1

Price all displays using Special Clearance tags sent in Store Closing kit.

** Make sure all tags have the following:

Was \$

Now \$

Sku #

Display Only (if tag does not read Floor Model)



CLEARANCE!

Last One!

Floor model for sale

Was -

Now -

SKU.

Valid in-store only. While supplies last.

Clearance price applies to in-store, in-stock merchandise only.

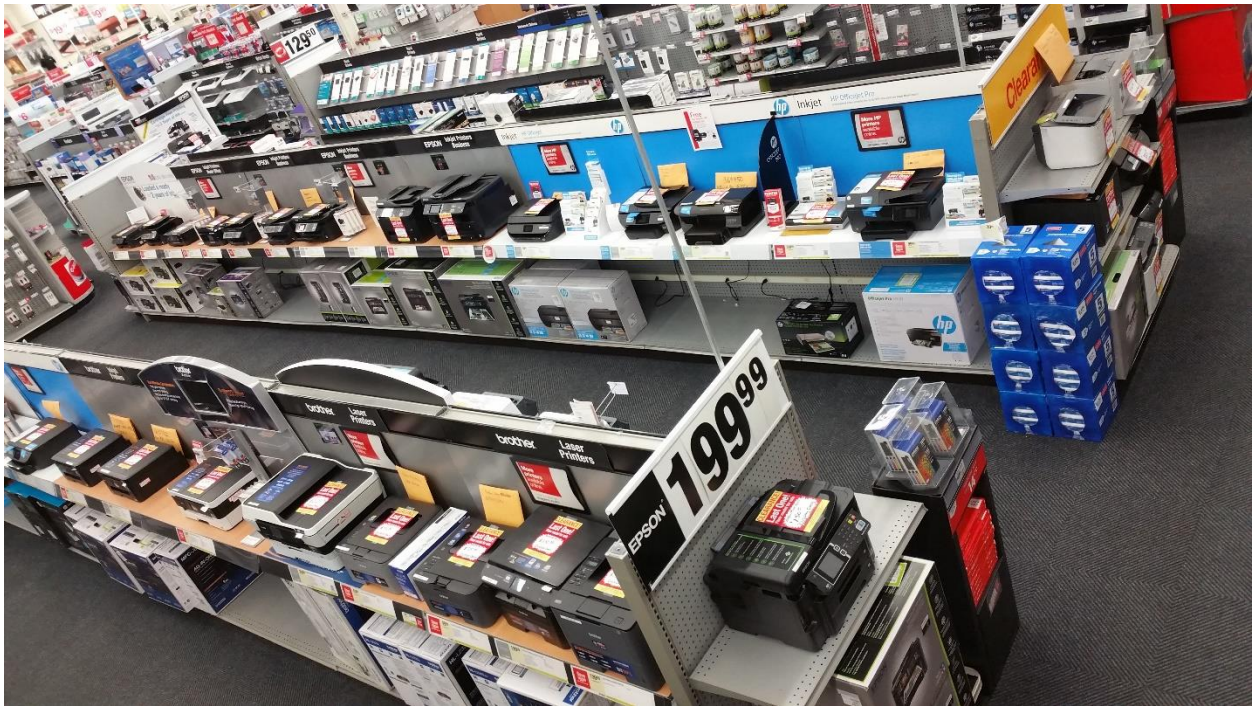
Intermediate markdowns may have been taken.

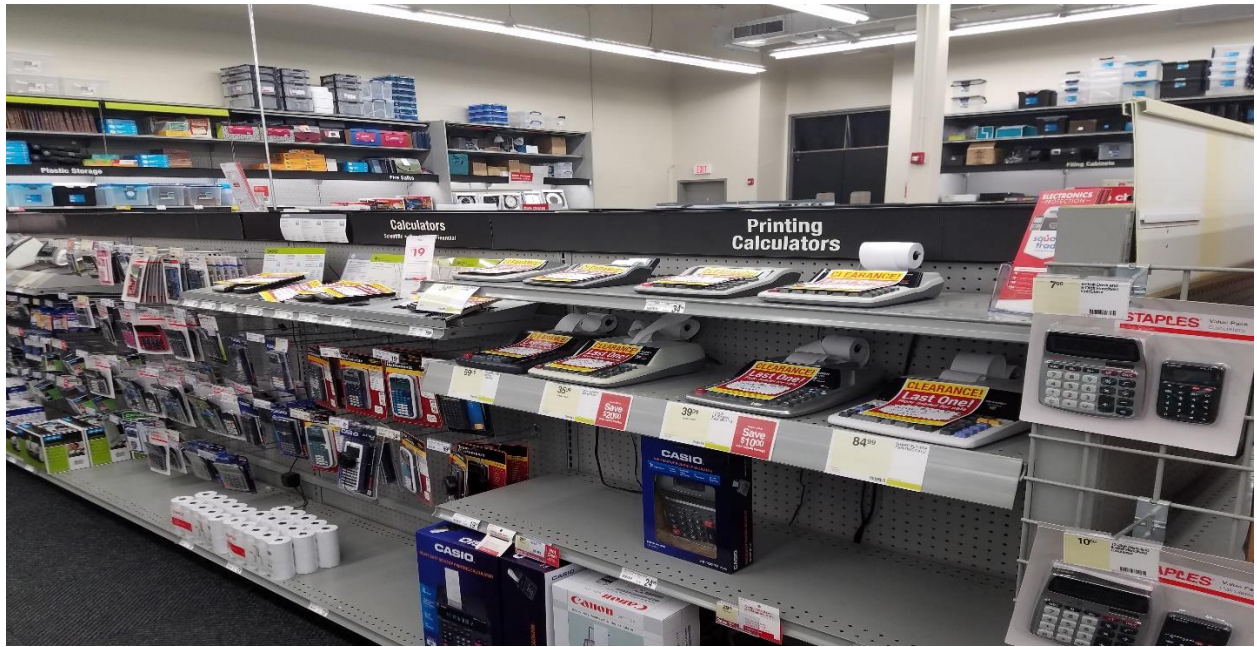
© 2000 Sears, Roebuck & Co. All rights reserved. Sears, Roebuck & Co. is a registered trademark of Sears, Roebuck & Co. All other trademarks are the property of their respective owners.

Price all Technology Displays at 25% off:

Including:

Printers **Calculators***** Shredders **** Records****Fax Machines**



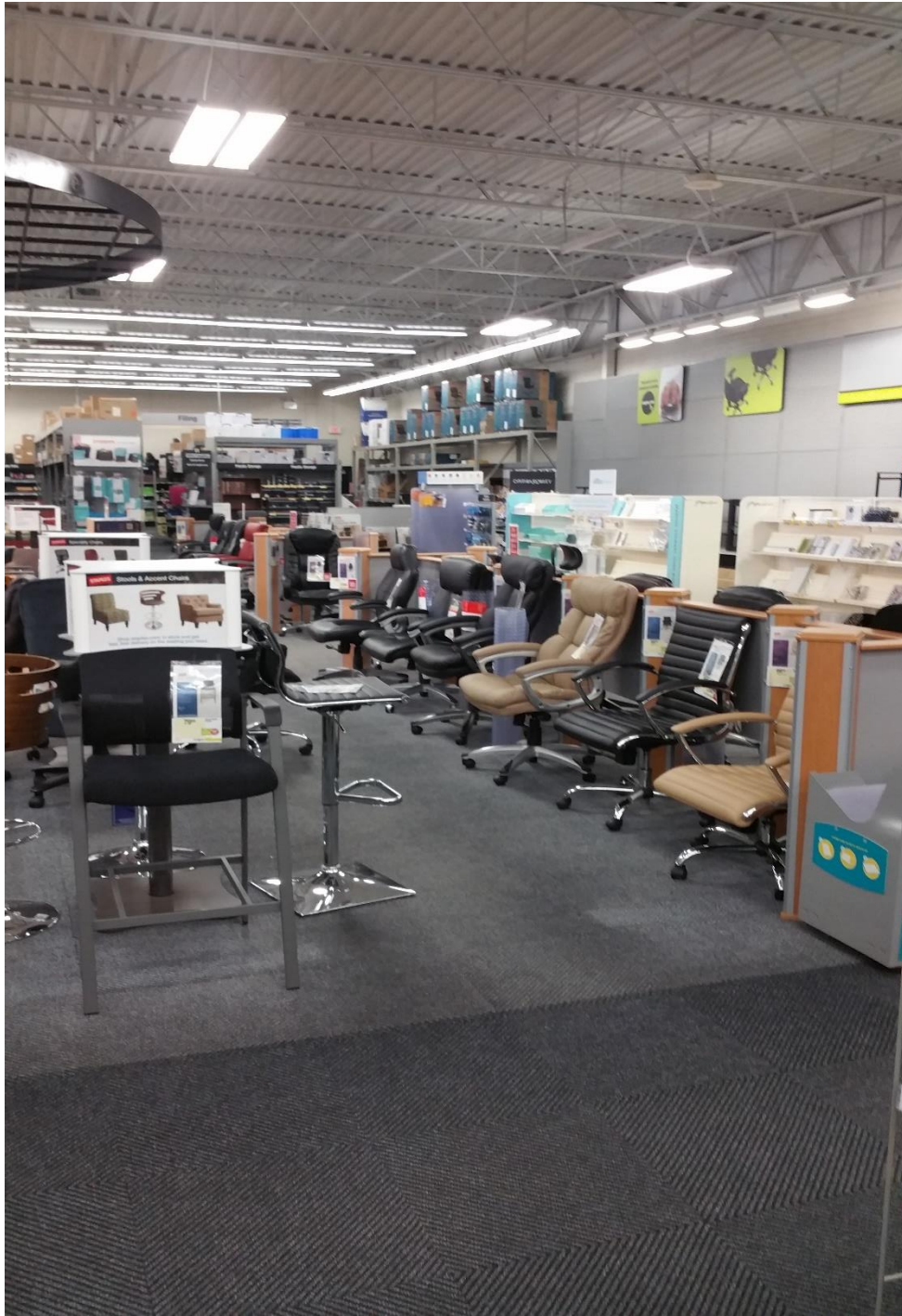


Price all Furniture Displays at 50% off

Including:

Chairs** Desks****Filing Cabinets****Safes**







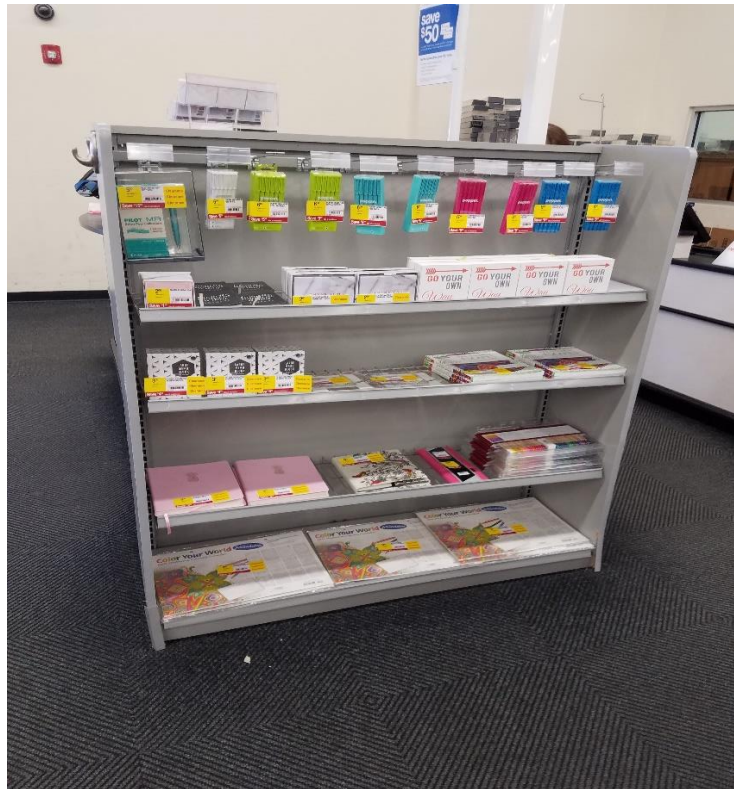
Step 2

Create Clearance Areas:

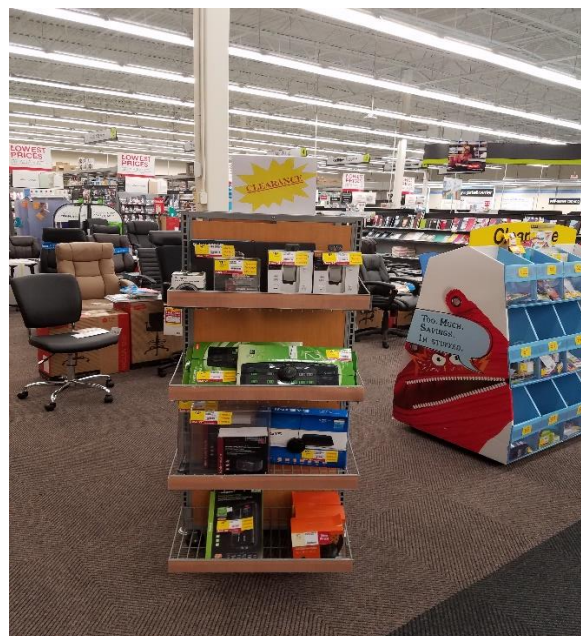
Tables:



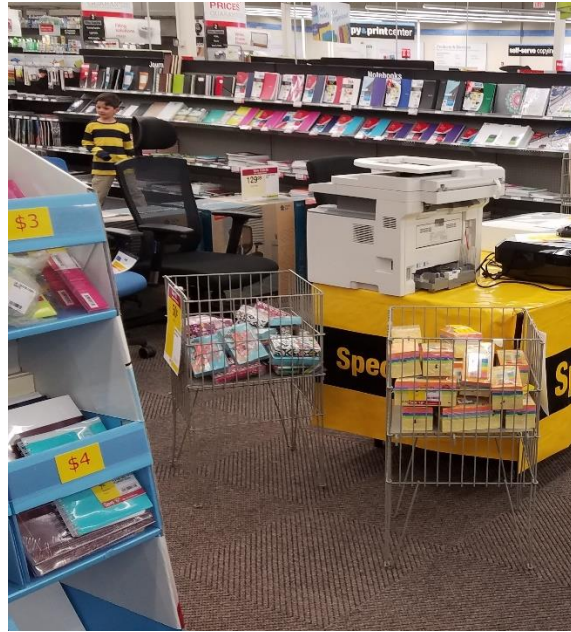
Endcaps:



Transformers:



Baskets and Dump Bins:



Additional Spaces:



Step 3

Daily Price Changes:

Store will need to check signage on hub for price drops. Team will then pull items and place in designated areas.

****** Some price changes will affect entire Planograms: tag all items and leave in place



Step 4

Work RTW list:

Store will receive an RTW of various items to be returned to Warehouse. Team will work with IA and palletize items on list.

Step 5

Work Mids and Tops:

Using the Scan Gun sort through all mids and tops to ensure all Sku's with a designation of:

Clearance- C

Inactive- I

Discontinued- D

Return- R

are removed from mids and tops and placed in Clearance areas: ** exception** R status items are given to IA for disposition.



Tops: Case Stock: seen above: boxes unopened
Mids: Open stock: seen above: product loose.

Additional Photos:



Daily Communications:

Nightly Email Recap of daily activity and 1-3 photos of daily tasks to:

Apollo PM, Apollo DM, and Apollo DC

Example:

Subject: Day 1 Pre-Closing Staples 1234

Good Evening,

Day 1 Pre-Closing

1. 482 price changes complete including pulling all product from mids and tops.
2. Created table and bin displays for price changes.
3. Flexed inline to ensure store remains full and shoppable.

Minimum of three Photos attached

Thank you,
Staples # 0000 TL